

# **South Carolina High School Diploma Program**



**Automated Processing for  
2011 Diploma Orders  
and  
Official Graduation List Submission**

***Utilizing the PowerSchool  
Student Information System***

**Office of Federal and State Accountability  
South Carolina Department of Education  
1429 Senate Street, Room 501  
Columbia, SC 29201**

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# OVERVIEW

## PURPOSE

The purpose of this manual is to provide principals of public high schools and directors of adult education centers with procedures for ordering, submitting payments for South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award (AHA) documents; **and** for submitting the official graduation lists to the Office of Federal and State Accountability at the South Carolina Department of Education (SCDE).

## CHANGES FOR 2011

Beginning with the 2010 – 2011 school year, all information for ordering South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award documents and for reporting official graduation lists **must** be extracted from the **PowerSchool** Student Information System (SIS).

This **manual** contains **changes** in the **procedures for ordering** South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award documents and for reporting official graduation lists via **PowerSchool**.

The advantages of the changes that have been made are listed below:

- Student data fields for collecting the information already reside in the PowerSchool tool and provide an efficient method for export.
- Duplication of efforts on behalf of staff is eliminated as there is no need to rekey all student names using a separate word processing software tool.
- Querying data for accuracy allows changes to be made in PowerSchool; thus quality and consistency are greatly improved before schools export their student lists.
- Exports from PowerSchool to text files require much less time on the part of staff and provide a more consistent file management when using specific naming conventions.
- All **orders** and **official graduation lists** will be **e-mailed** to the **Office of Federal and State Accountability** at the SCDE. Major cost reductions should be realized when there is no need to purchase media for providing this information (paper, ink, diskettes, CD-ROMs, etc.).

This change is the first step the SCDE is taking to meet the future goal of exporting the data from PowerSchool for orders and for generating an official graduation list without the district having to export and send the SCDE any data other than verification forms.

# **SOUTH CAROLINA HIGH SCHOOL DIPLOMA PROGRAM DOCUMENT REQUIREMENTS**

In June 1997, the South Carolina General Assembly increased the number of units required for a student to earn a South Carolina High School Diploma from twenty to twenty-four. Following are descriptions of the different types of high school diploma program documents that can be awarded and the requirements that a student must meet in order to qualify for and receive each particular type of document. The **State Board of Education (SBE) Regulation 43-259** provides specific information on **graduation requirements** (see **Section V**).

## **SOUTH CAROLINA HIGH SCHOOL DIPLOMA**

For a public school student to receive a South Carolina High School Diploma, the student must meet the following requirements:

- complete a minimum of twenty-four units of credit as prescribed;
- meet the standard on all subtests of the Exit Examination.

**The prescribed unit requirements for a South Carolina High School Diploma are as follows:**

- language arts, four;
- math, four;
- physical education or Junior Reserve Officer Training Corps (JROTC), one;
- U.S. history, one;
- economics, one-half;
- American government, one-half;
- other social studies, one;
- science, three;
- computer science, one;
- foreign language or Career and Technology Education, one; and
- electives, seven.

**Note: For an adult education student, the one unit of physical education is not required; eight elective units are acceptable.**

No student shall apply more than **six units** of credit earned in summer school, and/or through approved correspondence courses, and/or through adult education programs to the twenty-four units required for the South Carolina High School Diploma.

The State Board of Education accepts high school credit for courses completed in **approved adult education programs** if the following requirements are met:

- the student has spent a minimum of one hundred twenty hours in class time in that course, and
- the teacher is properly certified to teach the course.

## **SOUTH CAROLINA HIGH SCHOOL CERTIFICATE**

**For a student to receive a South Carolina High School Certificate**, the student must meet the following criteria:

- complete a minimum of twenty-four units of credit as prescribed (*previously in South Carolina High School Diploma*) and
- fail to meet the standard on any subtest of the Exit Examination.

## **SOUTH CAROLINA ACADEMIC ACHIEVEMENT HONORS AWARD**

**For a student to receive a South Carolina Academic Achievement Honors Award**, the student must meet the following criteria:

- complete twenty-four units of credit as prescribed;
- meet the standard on all subtests of the Exit Examination;
- receive a minimum grade of "B" for each semester course in grades 9–12 through the seventh semester; and
- achieve either a score of 710 or higher on the SAT verbal, a score of 690 or higher on the SAT mathematics, a score of 30 or higher on the ACT English, or a score of 33 or higher on the ACT mathematics;

**- OR -**

- each student shall have completed twenty-four units of high school credit;
- be eligible for graduation with a state high school diploma; and
- have a combined score of 1400 on the SAT verbal and math sections, or an ACT composite score of 31.

Of the twenty-four units earned, **eighteen units** must be **college preparatory coursework**, four units in additional electives, and two units in one or more of the following: English, science, social studies, or mathematics.

College preparatory coursework includes the following:

- English (English I or above), four units;
- mathematics (Algebra I or above), four units;
- laboratory science, three units;
- social studies (United States/South Carolina studies, economics/government and one unit of global studies/world history, global studies/world geography or western civilization), three units;
- computer science, one unit;
- physical education, one unit; and
- foreign language, two units.

# **Section I**

## **PROCEDURES FOR ORDERING**

**SOUTH CAROLINA**

**HIGH SCHOOL DIPLOMAS,**

**SOUTH CAROLINA**

**HIGH SCHOOL CERTIFICATES,**

**and**

**SOUTH CAROLINA**

**ACADEMIC ACHIEVEMENT HONORS**

**AWARDS**

## EXTRACTING STUDENT NAMES FROM THE STUDENT INFORMATION SYSTEM

South Carolina High School Diploma, South Carolina High School Certificate, and/or South Carolina Academic Achievement Honors Award document lists can be created by extracting each student's name from PowerSchool. Detailed instructions for extracting student names from PowerSchool are provided below with the acknowledgement that some modifications or adjustment of names may be necessary, depending on how the names were entered into PowerSchool.

**NOTE: Adult Education users should refer to Section III of this manual for directions for ordering, paying for an order, and submitting a graduation list.**

This section will **identify** and **explain** the following South Carolina-specific fields from PowerSchool that may be used to facilitate ordering graduation documents. Instructions on selecting groups of students are included for creating student name lists for ordering and for determining the last order number used.

The **Student Supplemental** page in PowerSchool includes the following fields:

- **Diploma Ordered**  
Select the desired document(s) to be ordered for the student.
- **Diploma Order Num**  
Indicate the order number on which the student will be included. The order number will be "1" for the initial order each year. Use order numbers "2," "3," etc., for supplemental orders placed after the initial order.
- **Award Earned**  
If appropriate, select the award earned by the student.
- **Award Ordered**  
Select the desired award document to be ordered for the student.
- **Scholarship Ordered**  
Certificates of recognition are no longer being offered for scholarships. **No selection should be made in this field for any student.**

School: Apple Grove High School 1  
Term: 10-11 Semester 1  
Logout

> Student Selection > South Carolina State Information > SC Student Supplemental (Last Login: 12/16/2010 at 1:33 PM)

Student Supplemental Data Entry

Mr Charles 12 8 AGHS1

CATE Early Childhood Student Supplemental Precode Transport Work-Based Learning

Diploma Earned  
Diploma Ordered  
Diploma Order Num  
Award Earned  
Award Ordered  
Scholarship Ordered  
Retained Reason  
Times Retained  
Alt School Program  
Group Home  
Group Home Facility (Where Student is served)  
Group Home Services (How Student is served)  
Foster Home  
504 Plan  
Comp Health  
PE Compliance  
Ninth Grade Code

01 - Order 1  
02 - Order 2  
03 - Order 3  
04 - Order 4  
05 - Order 5  
06 - Order 6  
07 - Order 7  
08 - Order 8  
09 - Order 9  
10 - Order 10  
11 - Order 11  
12 - Order 12  
13 - Order 13  
14 - Order 14  
15 - Order 15  
16 - Order 16  
17 - Order 17  
18 - Order 18  
19 - Order 19

F - State of SC Diploma  
H - State of SC Certificate  
B - State of SC Diploma and State of SC Certificate

Submit

## Steps for Extracting Student Names for Ordering

- Each student **must** have a **value** in the **Diploma Ordered** and **Diploma Order Num** fields and optionally in the **Award Ordered/Award Earned** fields. Review the sample screen shot of the **Student Supplemental Data Entry** page for each student. Make selections in the appropriate fields in the Student Supplemental fields for **each** student needing a graduation document.
  - SC Diploma Ordered Code **F** = State of SC **Diploma**
  - SC Diploma Ordered Code **H** = State of SC **Certificate**
  - SC Diploma Ordered Code B = State of SC Diploma and State of SC Certificate (PowerSchool will be updated to "show Code B" by the second week in January, 2011.)**
  - SC Award Ordered Code **I** = **Academic Honors**

**NOTE:** The student will receive only a diploma or a certificate; however, if the student whose completion of credits or final scores for exit examinations is not known at the time school officials need to place an order, selecting the "B" will ensure there is an appropriate award available for the student.

For the **initial order**, the **Diploma Order Num** should be "1." For **supplemental orders**, the **Diploma Order Num** should be "2," or "3," etc., depending on how many supplemental orders are requested.



2. Use PowerSchool's **selection criteria** to choose the appropriate groups of students. PowerSchool's "**Quick Extract**" menu will then allow you to create an **extract file** containing students for whom **diplomas** or **certificates** are being ordered.

- A. For South Carolina High School Diploma order number 1, manually type, copy and paste, or use PowerSchool's built in "**Field List**" to create the following selection criteria statement in the "**Search Students**" box at the top of the PowerSchool home page:

Field List	
363.	SC_CustomSocStuCde
364.	SC_DeafBlindInd
365.	SC_DiplomaEarnCode
366.	SC_DiplomaOrdCode
367.	SC_DiplomaOrdID
368.	SC_Diploma_Type
369.	SC_Dropout_Date
370.	SC_Dropout_Reason
371.	SC_DTP1

**SC\_DiplomaOrdID=01;SC\_DiplomaOrdCode=F**

Search results may then be further filtered by overwriting the criteria with the following: **+SC\_DiplomaOrdID=01;SC\_DiplomaOrdCode=B**

PowerSchool

School: Apple Grove High School 1

Term: 10-11 Semester 1

Start Page > Student Selection (Last Login: 12/8/2010 at 1:11 PM)

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules


**Setup**

- Personalize
- PowerScheduler
- School
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

**Student Selection**

This additional search string, applied to the results of the first search, will add students designated as ordering "both" the diploma and certificate.


Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: **+SC\_DiplomaOrdID=01;SC\_DiplomaOrdCode=N** 

Matches: (2)

(7)	(12) Alfonso, Scott Anthony
(18)	(12) Anderson, John Jameson

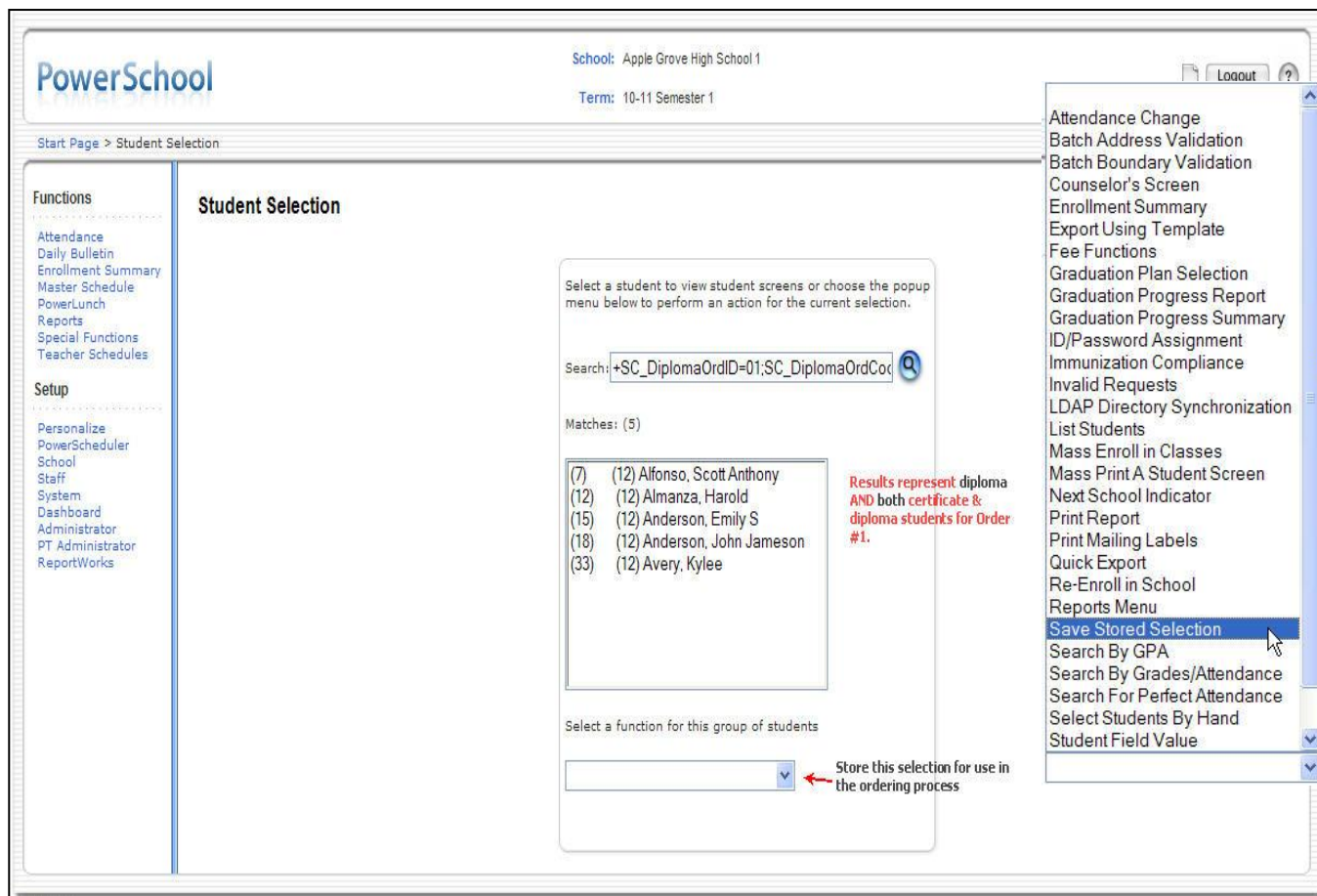
Select a function for this group of students



submit the search

- B. Similarly, to a generated file of students for whom a South Carolina High School **Certificate** is being ordered, enter the following selection criteria statement in the "**Search Students**" box at the top of the PowerSchool home page: **SC\_DiplomaOrdID=01;SC\_DiplomaOrdCode=H**

Search results may then be further filtered by overwriting the criteria with the following: **+SC\_DiplomaOrdID=01; SC\_DiplomaOrdCode=B**



C. To generate a file of students for whom a South Carolina Academic **Achievement Honors Award** is being ordered, enter the following selection criteria statement in the **"Search Students"** box at the top of the PowerSchool home page:

**SC\_DiplomaOrdID=01;SC\_AwardOrdCode =I.**

D. For each generated list, from the Group Function menu, choose **Save Stored Selection**. Name the selection (for example: **DiplOrd1F&B, DiplOrd1H&B, AwardOrd1I**) and click on the **"Submit"** button.

Once the necessary **selection(s)** of **students** has been **defined** and **saved**, the stored selection names should appear on the PowerSchool **"Stored Selections"** screen. Simply choose the applicable selection name when needing to view the appropriate students.

PowerSchool

School: Apple Grove High School 1

Term: 10-11 Semester 1

Start Page > Special Functions > Group Functions > Stored Selections (Last Log)

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Setup**

- Personalize
- PowerScheduler
- School
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

**Stored Selections**

7 Students records in current selection [DiplOrd1 H and B]

Name of new selection

☒ SAVE the current selection with a new name

☐ ADD records that belong to ANY of the checked selections TO the current selection

☐ FILTER records in current selection BY records that belong to EVERY checked selection

☐ CREATE a NEW selection based on records that belong to ANY of the checked selections

☐ CREATE a NEW selection based on records that belong to EVERY checked selection

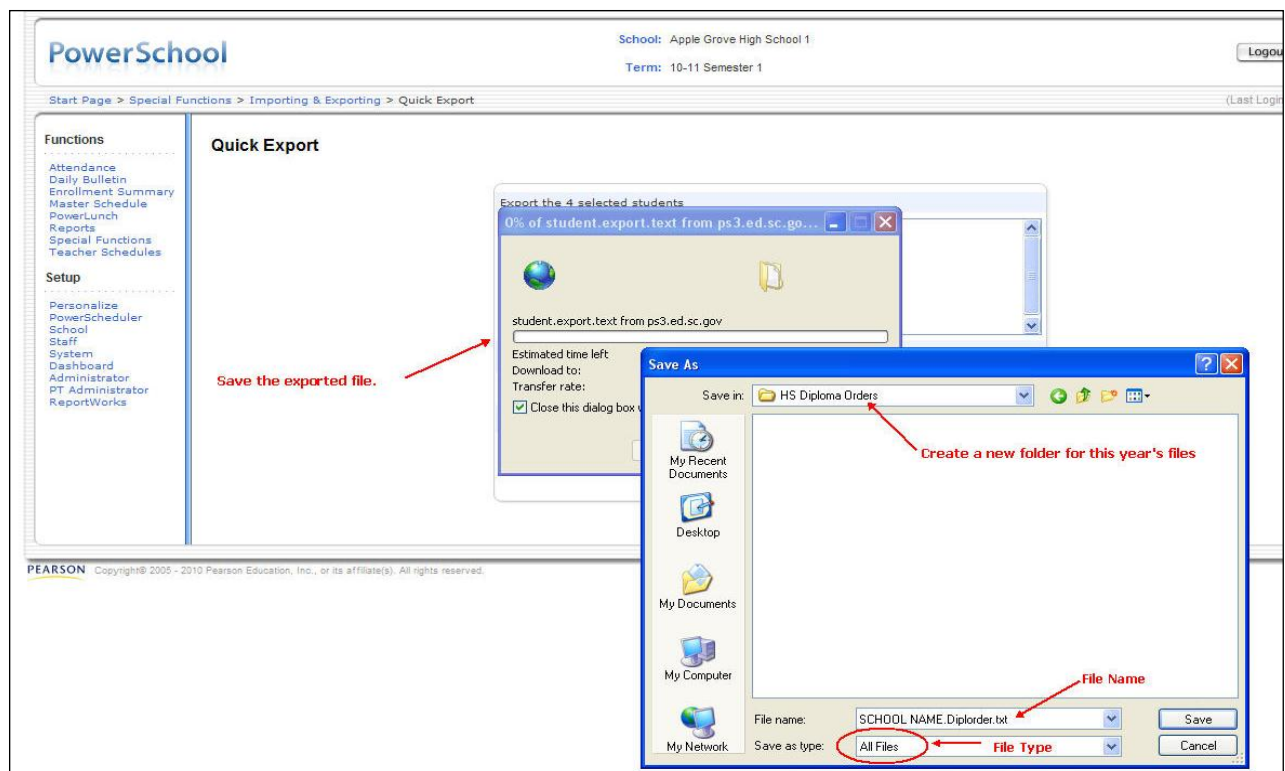
☐ DELETE all checked selections

☐ PUBLISH all checked selections for other users

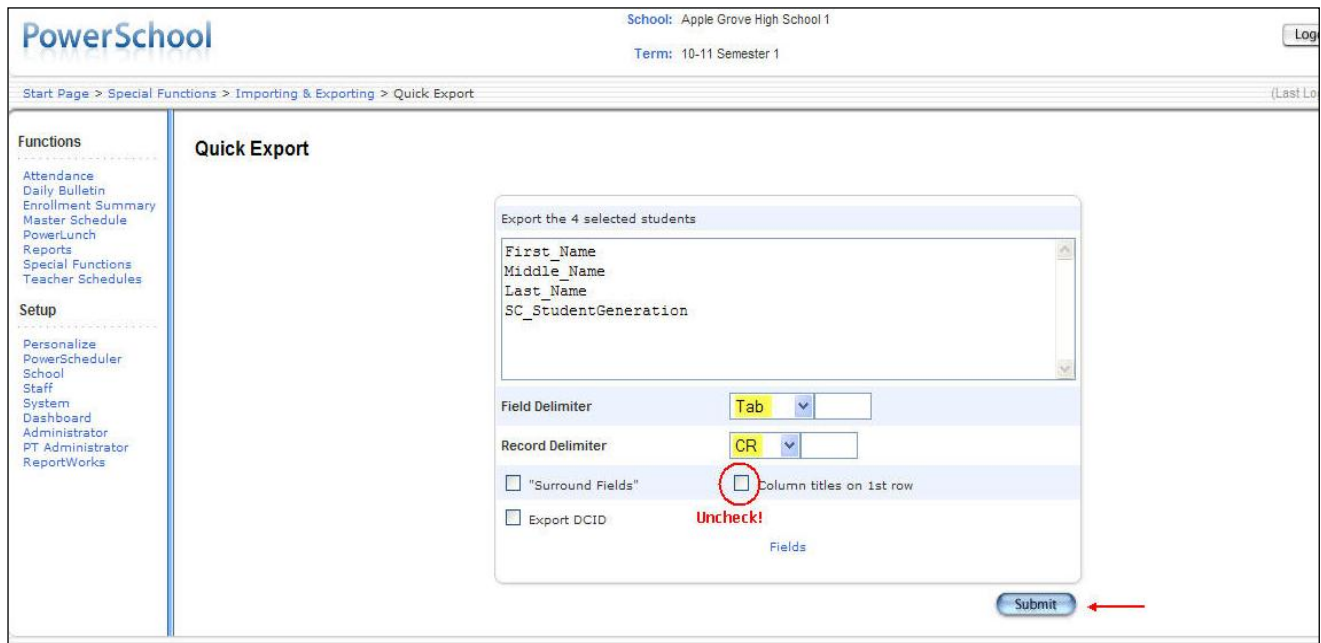
Selections	Published	#	
<input type="checkbox"/> Award Ordered = I		2	Go Functions
<input type="checkbox"/> Diploma Order 01		9	Go Functions
<input type="checkbox"/> DiplOrd1 F		2	Go Functions
<input checked="" type="checkbox"/> <b>DiplOrd1 F and B</b>	SC Diploma ordered and "both"	<b>5</b>	Go Functions
<input type="checkbox"/> DiplOrd1 H		4	Go Functions
<input checked="" type="checkbox"/> <b>DiplOrd1 H and B</b>	SC Certificate and "both"	<b>7</b>	Go Functions
<input type="checkbox"/> DiplOrd1B		3	Go Functions

Submit

- When ready to **export** the student information, open the appropriate **"Stored Selection"** and from the **GO Functions** link, select **Quick Export** to create the necessary export layout.
- After clicking on the **Submit** button, the following **"Save Options"** window will pop up:



5. The **Export File Name** window will be displayed.



6. Browse to the **folder** that will house your **exports**, and name the file according to the document being ordered for those students.

7. **Use the following file names:**

the *South Carolina High School* **Diploma (school's name)** .Diplorder.txt

the *South Carolina High School* **Certificate (school's name)** .Certorder.txt

the *South Carolina Academic* **Achievement Honors Award (school's name)** .Ahaorder.txt

**NOTE: For more information concerning saving a text file using Microsoft Word, see Section IV.**

**If a word processing application other than Microsoft Word or Notepad is being used, consult the user's guide for directions for saving a file in the text format (.txt).**

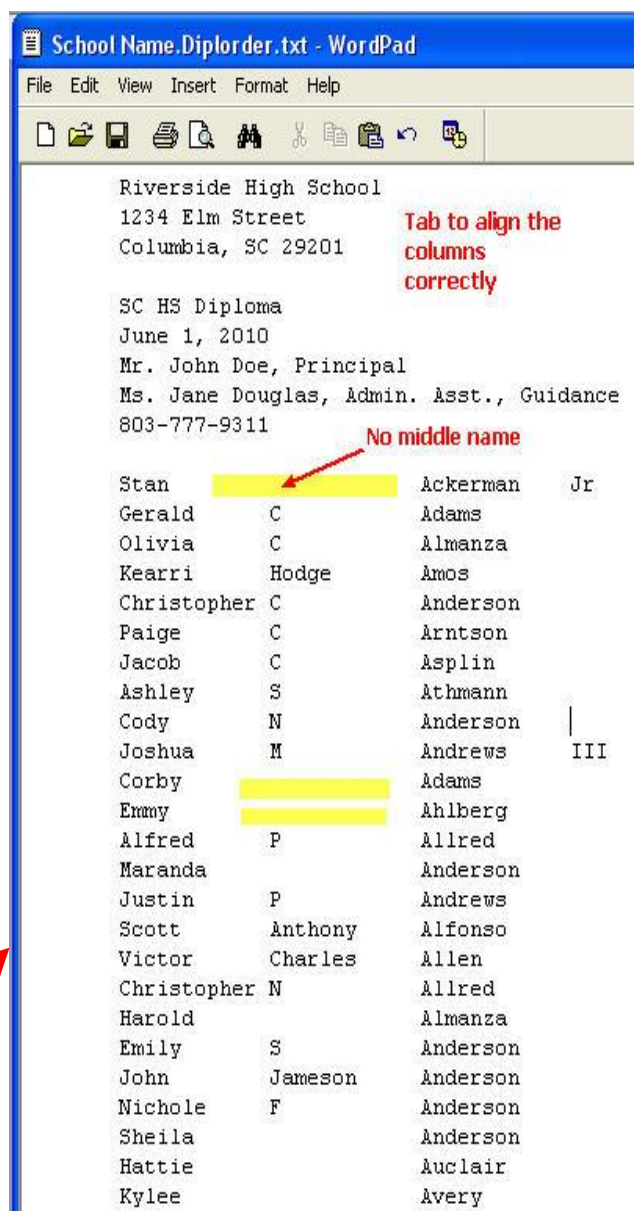
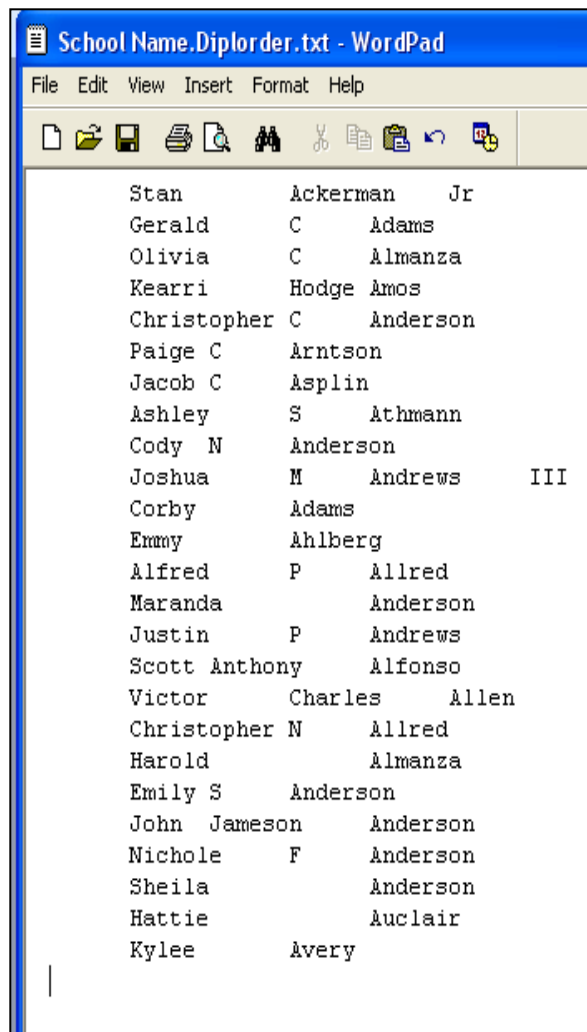
8. Click the "**Save**" button. In order to retain copies of all extracted files, be careful not to save a newly extracted file on top of a previously extracted file.
9. Via **Windows Explorer**, browse for and open each extracted file using Microsoft Word, WordPad, or Notepad.
10. **At the top of each file**, but not on every page, insert the following information:
  - A. **School's name**,
  - B. **PO Box or street address where the documents are to be sent**,
  - C. **Type of document being ordered for that list of students**,
  - D. **Date of graduation for that list of students**,
  - E. **Principal's name**, and
  - F. **Name of person who created this order list**.

**Example:** Riverside High School  
1234 Elm Street  
Columbia, SC 29201  
  
SC HS Diploma  
June 1, 2010  
Mr. John Doe, Principal  
Ms. Jane Douglas, Admin. Asst., Guidance  
803-777-9311



**File name = SCHOOL NAME.Diplorder.txt**

**NOTE: Names are in first, middle, last name, generation order.**



**NOTE: Use the “tab” key to put the names in columns.**

11. Save **each exported** file in Microsoft or Notepad as a **text file**. (For more information concerning saving a **text file** using Microsoft Word, see **Section V.**)
12. After **saving the document**, close and reopen to review and make any changes needed to the Microsoft Word or Notepad document (with the exported data) to ensure that the following **format guidelines** are correct:
  - A. **Do not number** the student names in a listing.

- B. Use upper-case and lower-case letters in the names **exactly** as they are to **appear on the document**. (**The names should be listed and spelled exactly as they appear on the student's birth certificate.**) In the event that student names are all upper-case letters, please refer to the upper-case conversion chart in Section IV to understand how the printer will convert these names.
- D. List **student names** in normal **First Middle Last Generation** name order, exactly as they are to appear on the document.
- E. When ordering documents, **submit orders** with **NAMES ONLY**. **Do not** include any **student state ID numbers**.
- F. Add special characters in names as needed. See the options in **Section IV, "Special Characters in Names"** for diacritical marks such as é and ñ in student names.
- G. Insert commas, hyphens, and periods in student names as it appears in their **legal names**.
- H. **Names** must be **submitted** in **separate** and **distinct columns**.

## **SUPPLEMENTAL ORDERS**

Supplemental Orders are **additional orders** that are made **after February 11, 2011**, for South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award documents.

For **supplemental orders**, change the **Diploma Order Num field** for each student to the **next number** for students who should be included on that supplemental order. Then in the selection criteria, change **Diploma Order Num=01** to **Diploma Order Num =xx** where **xx** reflects the **next sequential order number**. Repeat the extract, beginning with step 5 under the section titled **"Steps for Extracting Student Names for Ordering,"** to create a list of student names for a supplemental order.

## E-MAILING ORDERS

All lists for orders for South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award documents **must be e-mailed by February 11, 2011, to diplomas@ed.sc.gov**.

Send the files as attachments in a single e-mail message. Prepare only **one** e-mail message per school. **Include the following in the "Subject" line** of each e-mail:

- The **district's name**,
- The **school's name**,
- The statement "**summer school**," if appropriate.

### Examples

a public school ..... Lexington 5, Irmo High

a public school summer session... Lexington 5, Irmo High, summer school

1. In the e-mail "**Message" box** (the body of the e-mail), provide the following identifying information. **(The omission of any of this information may cause the order to be delayed.)**

- The **district's name**
- The **school's name**
- The **mailing address** where the documents are to **be sent**
- The **contact person's name**
- The **contact's area code** and **phone number**
- The **contact's area code** and **fax number**
- The **contact's e-mail address**
- The **principal's name**
- The **superintendent's name**
- The **total number** of **student names** for **each document type** in this **order**:

\_\_\_\_ # *South Carolina High School Diploma.....***Diplorder.txt**

\_\_\_\_ # *South Carolina High School Certificate.....***Certorder.txt**

\_\_\_\_ # *South Carolina Academic Achievement Honors Award..***Ahaorder.txt**



- The **graduation date**
- The **check number** or **money order number** (if available)

2. **Attach each file of student listings to the e-mail message.** There should be one Microsoft Word or Notepad text file for **each document** type being ordered. *(For more information concerning saving a text file using Microsoft Word, please see Section IV.)*

**NOTE:** When submitting orders for more than one graduation date, the names of the students must be on separate attachments for each specific graduation date.

3. **Submit the order** with the attached files via e-mail to **diplomas@ed.sc.gov**. (See the following sample of e-mail.)

The screenshot shows an email client window titled "Mail From: Karen Byrum". The email is addressed to "diplomas@ed.sc.gov". The subject line is "District's name, School name, the statement 'adult education,' if appropriate OR the statement 'summer school,' if appropriate". The message body contains a list of required information for the order:

- a. the contact person's name
- b. the district's name
- c. the school's name
- d. the mailing address where the documents are to be sent
- e. the contact's area code and phone number
- f. the contact's area code and fax number
- g. the contact's e-mail address
- h. the principal's name
- i. if appropriate and in addition to the principal's name, the Adult Education director's name
- j. the total number of student names for each document type in this order:
  - \_\_\_\_ South Carolina High School Diploma.....Diplorder.txt
  - \_\_\_\_ South Carolina High School Certificate.....Certorder.txt
  - \_\_\_\_ South Carolina Academic Achievement Honors Award.....Ahaorder.txt
- k. the graduation date
- l. the check number or money order number (if available)

The email client window also shows a taskbar at the bottom with the Start button and several open applications, including "Novell-delivered Applicati...", "2-4-09 DIPLOMAORDER...", "Novell GroupWise - Work...", and "Mail From: Karen Byru...". The system clock shows 12:21 PM.

## SUBMITTING PAYMENT FOR ORDERS

1. Submit the **Payment Form** (see page 18) with cash, cashier's check (or check for the school's fund), or money order **made payable** the **South Carolina Department of Education** and **mail to the Diploma Program, Office of Federal and State Accountability**. **NO PERSONAL CHECKS!** (The mailing address is on the Payment Form.) South Carolina High School Diplomas and South Carolina High School Certificates are **\$1.00 per document**. South Carolina **Academic Achievement Honors Award** documents are provided at **no charge**.
2. **Payment is expected to be submitted and received in the Office of Federal and State Accountability within three weeks after the order has been submitted.**

**NOTE:** Invoices are generated and sent via e-mail only upon request at the end of the calendar year. Schools are expected to maintain accountability of the orders submitted and to submit payment according for their orders. If an invoice is needed, e-mail the request to [diplomas@ed.sc.gov](mailto:diplomas@ed.sc.gov).

## PAYMENT FORM

This form must accompany the school's payment. Use this form for all orders: initial orders, supplemental orders, and corrections. South Carolina High School Diplomas and South Carolina High School Certificates are \$1.00. South Carolina Academic Achievement Honors Award documents are provided at no charge.

Payer: ☐ School ☐ District Office ☐ Adult Education Center

Date: \_\_\_\_\_

Payer name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Contact name: \_\_\_\_\_ Job title: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Payment method: ☐ Check no. \_\_\_\_\_ ☐ Money order no. \_\_\_\_\_  
☐ Cash \_\_\_\_\_

Please list the schools included in this payment:

School (If payment is being submitted by an Adult Education Center, <u>ONLY</u> list the Adult Education Center's name.)	Amount

Mail the payment with this form to the following address:

South Carolina Department of Education  
Office of Federal and State Accountability  
Diploma Program  
1429 Senate Street, Room 501  
Columbia, South Carolina 29201

## PREVENTION OF ERRORS IN THE SUBMISSION OF DIPLOMA ORDERS

To insure high school diploma orders will not be rejected, check the following for accuracy:

- **Names** are submitted on an **attachment**.
- The attached **word document** is saved in **PLAIN TEXT** format.
- **Names** on the attachment are in **separate** and **distinct columns**.
- **Student names** are submitted in **proper order** (first, middle, last name).
- **Student names** are submitted in **upper-case/lower-case** format.
- **Student names are not numbered**.
- The **list does not** contain **column headings**, codes or **student ID numbers**.
- The **order** is sent to the **correct e-mail address**.

**Section II**

**PROCEDURES FOR THE**

**SUBMISSION**

**OF THE OFFICIAL HIGH**

**SCHOOL GRADUATION LIST**

# EXPORTING STUDENT NAMES AND STUDENT IDENTIFICATION NUMBERS FOR THE OFFICIAL GRADUATION LIST FROM STUDENT INFORMATION SYSTEM (SIS)

The official graduation list for South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award documents can be created by extracting the student names from PowerSchool. Detailed instructions for extracting student names from PowerSchool are provided below with the acknowledgement that some modifications or adjustment of names may be necessary, depending on how the names were entered into PowerSchool.

**Official graduation lists are due no later than three (3) weeks after graduation.**

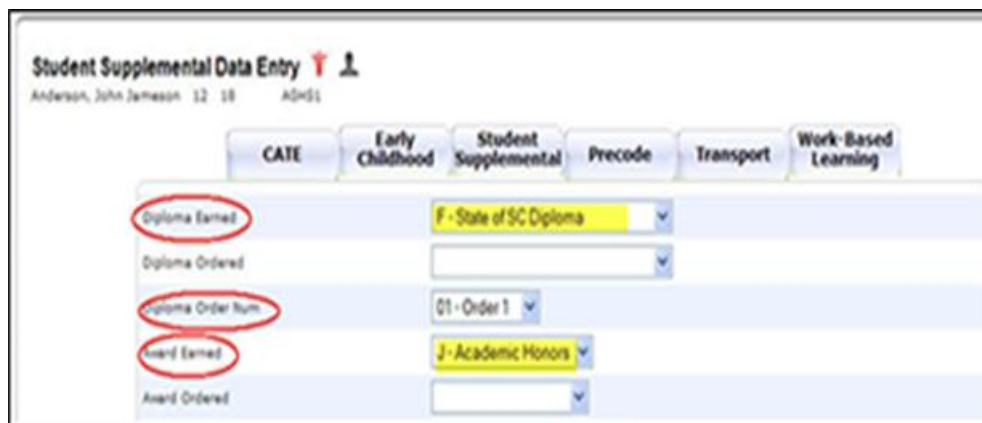
**NOTE: Adult education users should refer to Section IV of this manual for directions for ordering, paying for an order, and submitting a graduation list.**

This section **identifies** and **explains** the following South Carolina **specific fields** that may be used to facilitate preparing **final graduation** or **certification lists** in PowerSchool.

The **Student Supplemental Data Entry** page in PowerSchool, includes the following fields to indicate students who successfully completed requirements to receive a diploma or certificate.

- **Diploma Earned**

Select the document(s) awarded to the student at graduation.



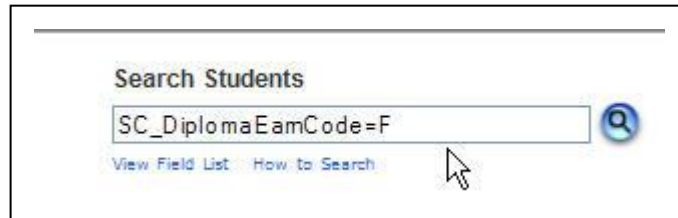
- **Award Earned**  
Select the Award document issued to the Student at graduation. This information is not needed for the lists

# Steps for Extracting Student Names and Student State ID

**Verify for Accuracy and Proper Formats Prior to Extracting Student Names and Student Identification Numbers from PowerSchool.**

**Graduation lists** will be created by exporting the **student names** and **student state ID** from PowerSchool.


1. For each student reported as having received a South Carolina High School Diploma, verify that the appropriate selection has been made in the **Diploma Earned** field of the **Student Supplemental** page. (The **Award Earned** field may be used for schools that are tracking this information for students; however, there is no need to report this data to the SCDE.)
2. Use **Selection Criteria** to create the group of students issued a South Carolina High School **Diploma**.



Use PowerSchool's "**Quick Export**" to export these students' demographic info from PowerSchool. Include the following fields to build the export file of those students issued a **South Carolina High School Diploma**:

**First\_Name, Middle\_Name, Last\_Name, SC\_StudentGeneration, State\_StudentNumber.**

## Quick Export



Then Click the **Submit** button. Save the selection as a **text file** with the appropriate file name(s): South Carolina High School **Diploma**...(School's **Name**) Dipl.txt.

3. To generate a file of students for whom a **South Carolina High School Certificate** was issued, use the preceding instructions, substituting **SC\_DiplomaEarnCode=H** for the **selection criteria** in the "**Search Students**" text box. After naming and saving the group selection, open the Quick Export function. Select the following fields to export:

**First\_Name, Middle\_Name, Last\_Name, SC\_StudentGeneration,  
State\_StudentNumber**

Then click the **Submit** button. **Save the selection** as a **text file** with the appropriate file name(s):

*South Carolina High School **Certificate**.....(School's name) Cert.txt*

4. To generate a file of students for whom a **South Carolina High School Academic Achievement Honors Award** was issued, use the preceding instructions, substituting **SC\_EarnedAward=J** for the selection criteria in the "**Search Students**" text box. After naming and saving the group selection, open the **Quick Export function**. Select the following fields to export:

**First\_Name, Middle\_Name, Last\_Name, SC\_StudentGeneration,  
State\_StudentNumber**

Then click the **Submit** button. **Save the selection** as a **text file** with the appropriate file name(s):

*South Carolina **Academic Achievement Honors Award**...(School's name)  
....Aha.txt*

5. Open each extracted file using Microsoft Word, WordPad, or Notepad and **at the top of each file**, but not on every page, insert the following information:
- **School's name,**
  - **PO Box or street address where the documents are to be sent,**
  - **Type of document** containing final list of students who graduated,
  - **Date of graduation** for that list of students,
  - **Principal's name,**
  - **Name and phone number of person** who created the **graduation list.**



Example:     Riverside High School

1234 Elm Street  
Columbia, SC 29201

SC HS Diploma  
June 1, 2010  
Mr. John Doe, Principal  
Ms. Jane Douglas, Admin. Asst., Guidance  
803-777-9311

6. Save each exported file in Microsoft Word, WordPad, or Notepad as a text file. ***(For more information concerning saving a text file using Microsoft Word, please see Section IV.)***
7. Review and make any changes needed to the Microsoft Word or Notepad document (with the exported data) to ensure that the following **format guidelines** are correct:
  - A. **Do not number** the student names in a listing.
  - B. Use upper-case and lower-case letters in the **names exactly as they are to appear on the document**. (The **names** should be **listed and spelled** exactly as they **appear** on the **student's birth certificate**.) In the event that student names are in all upper-case letters, please refer to the upper-case conversion chart in Section IV to understand how the printer will convert these names.
  - C. List student names in normal **First Middle Last** Generation name order, exactly as they are to appear on the document.
  - D. **Provide state student ID numbers** in graduation listings.
  - E. **Do not** include **social security numbers** in the graduation list.
  - F. Add special characters in names as needed. See the options in **Section IV, "Special Characters in Names"** for diacritical marks such as é and ñ in student names.
  - G. Insert commas, hyphens, and periods in student names as it appears in their **legal names**.

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## E-MAILING THE OFFICIAL GRADUATION LIST

All official graduation lists for South Carolina High School Diplomas and South Carolina High School Certificates **must be e-mailed no later than three (3) weeks after graduation, to [graduationlist@ed.sc.gov](mailto:graduationlist@ed.sc.gov).**

Send the files as attachments in a **single** e-mail message. **Prepare only one e-mail message per school. Include the following in the "Subject" line of each e-mail:**

- The **district's name**,
- The **school's name**,
- The statement "**summer school**" if **appropriate**,
- The statement "**supplemental graduate listing**" if **appropriate**, and
- The statement "**for a change in a student's name,**" if **appropriate**.

### Examples

a public school ..... Lexington 5, Irmo High

a public school summer session... Lexington 5, Irmo High, summer school

a supplemental graduate listing.... Lexington 5, Irmo High, supplemental  
graduate listing

a change in a student's name..... Lexington 5, Irmo High, for a change in a  
student's name

2. In the e-mail "**Message**" **box** (the body of the e-mail), provide the following identifying information:

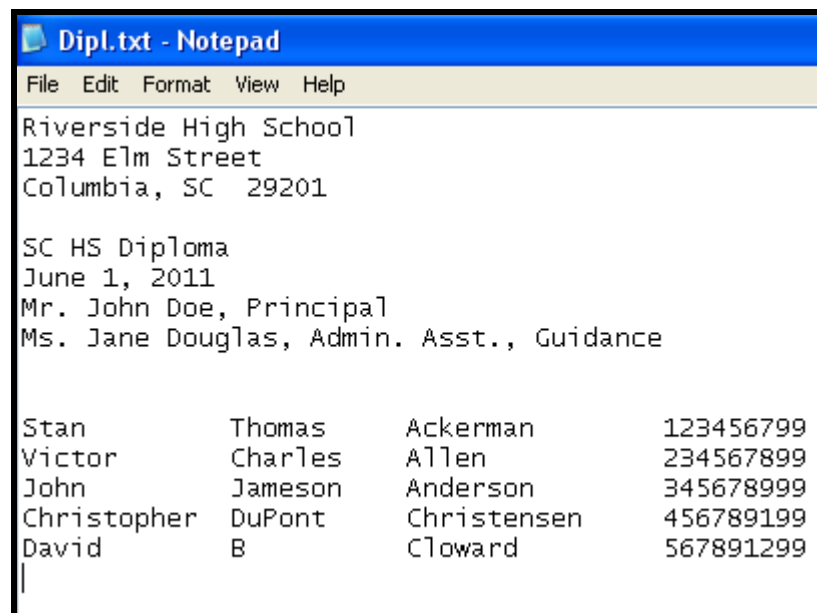
- The **district's name**
- The **school's name**
- The **mailing address** where the documents are to be sent
- The **contact person's name**
- The **contact's area code** and **phone number**
- The **contact's area code** and **fax number**
- The **contact's e-mail address**
- The **principal's name**
- The **superintendent's name**

The **total number of student names** for **each document type** in this order:

\_\_\_\_# *South Carolina High School **Diploma***.....**Diplorder.txt**  
\_\_\_\_# *South Carolina High School **Certificate***.....**Certorder.txt**

- The **graduation date**
- The **check number** or **money order** number (if available)

3. **Attach each file of student listings to the e-mail message.** There should be one Microsoft Word, WordPad, or Notepad **text file** for **each document type** being ordered.



4. **Submit the official graduation list** with the attached files **via e-mail** to **graduationlist@ed.sc.gov** (see the following e-mail sample below).

Mail From: Karen Byrum

File Edit View Actions Tools Window Help

Send Cancel Address

Mail Send Options

From: XXXXXX XXXXXXXX CC:

To: graduationlist@ed.sc.gov BC:

Subject: District's name, School name, the statement "adult education," if appropriate OR the statement "summer school," if appropriate

Message:

- a. the contact person's name
- b. the district's name
- c. the school's name
- d. the mailing address where the documents are to be sent
- e. the contact's area code and phone number
- f. the contact's area code and fax number
- g. the contact's e-mail address
- h. the principal's name
- i. if appropriate and in addition to the principal's name, the Adult Education director's name
- j. the total number of student names for each document type in this order:
  - \_\_\_\_ South Carolina High School Diploma.....Diplorder.txt
  - \_\_\_\_ South Carolina High School Certificate.....Certorder.txt
  - \_\_\_\_ South Carolina Academic Achievement Honors Award.....Ahaorder.txt
- k. the graduation date
- l. the check number or money order number (if available)

Account: Novell GroupWise, Folder: Work In Progress

Start Novell-delivered Applicati... 2-4-09 DIPLOMAORDER... Novell GroupWise - Work... Mail From: Karen Byru... 12:23 PM

## OFFICAL GRADUATION LIST FOR SUPPLEMENTAL ORDERS

Submit the **official listings** for **all graduates**, including students whose documents were ordered after graduation, on a **supplemental order**. Whenever the supplemental order is made, the **school**, again, **must provide** a **supplemental list** of **graduates** to the **SCDE**.

## PREVENTION OF ERRORS IN THE SUBMISSION OFFICAL GRADUATION LISTS

To insure high school diploma orders will not be rejected, check the following for accuracy:

- **Names** are submitted on an **attachment**.
- The attached **word document** is saved in **PLAIN TEXT** format.
- **Names** on the attachment are in **separate** and **distinct columns**.
- **Student names** are submitted in **proper order** (**first, middle, last name**).
- **Student names** are submitted in **upper-case/lower-case** format.
- **Student names are not numbered**.
- The **list does not** contain **column headings**, codes or **student ID numbers**.
- The **order is** sent to the **correct e-mail address**.
- **Names** are aligned in columns using either **spaces or tabs, but not both**. The diploma program will not extract the information when both spaces and tabs are used.

## SUBMISSION OF THE VERIFICATION OF GRADUATES FORM

The official graduation lists for high school diplomas, high school certificates, and honors award documents that are e-mailed to the SCDE must be accompanied by the **Verification of Graduates form** found on page 29, **no later than three weeks after graduation**.

**The Verification of Graduates form may be submitted in one of two ways as follows:**

- scanned and e-mailed as an attachment with the official graduation list to [graduationlist@ed.sc.gov](mailto:graduationlist@ed.sc.gov); or
- faxed to the Office of Federal and State Accountability at **803-734-6225**.

The authenticity of the graduate listing must be **verified by the signatures** of the **superintendent**, the **principal**, and **if applicable**, the **director of Adult Education** on the Verification of Graduates form, which must be submitted at the same time the official graduation list, is e-mailed to the Office of Federal and State Accountability.

# VERIFICATION OF GRADUATES FORM

Please complete this form no later than **three (3) weeks** following the school **graduation date**. This form must contain the **signatures of the school principal and the district superintendent**.

**NOTE:** *Ensure that all supplemental graduate lists are reported.*

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: S.C. Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Contact E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Graduation Date: \_\_\_\_\_

## GRADUATE INFORMATION

Number of Graduates	Type of Document Earned
	South Carolina High School Diploma
	South Carolina High School Certificate

The signature(s) below certifies that the reported graduates met all requirements and received documents as listed in the files sent by e-mail to the SCDE.

\_\_\_\_\_  
(Print Principal's Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
(Print Superintendent's/designee's Name  
Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's/designee's

\_\_\_\_\_  
(Print Adult Education Director's Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Education Director's Signature

Submit this form with appropriate signatures to the Office of Federal and State Accountability by FAX to 803-734-6225 or **SCAN** and e-mail this form to [graduationlist@ed.sc.gov](mailto:graduationlist@ed.sc.gov).

## RETURNING UNEARNED DOCUMENTS

**ALL South Carolina High School Diplomas, South Carolina High School Certificates, and South Carolina Academic Achievement Honors Awards that were prepared for students who failed to earn them are required to be returned by mail no later than three weeks after each graduation** (this requirement includes adult education and summer school graduations), to the following address:

South Carolina Department of Education  
Office of Federal and State Accountability  
Diploma Program  
1429 Senate Street, Room 501  
Columbia, South Carolina 29201

The **returned documents** must be **accompanied** by the following:

- a **memorandum/letter** on the **school's stationary** listing the **students** who **did not earn** the ordered documents;
- a **memorandum/letter** stating the **reason why students** did **not earn** the ordered documents;
- a **memorandum/letter** which **includes adult education and summer school graduations**, if applicable; and
- the **memorandum/letter must** contain the **principal's signature (or adult education director's signature) or initials validating** the return of the returned documents.

**NOTE:** When a student's name has been submitted in error and the school wishes to have the student's name removed from the list, the school or district must submit a letter on the school or district's letterhead, signed by the principal or superintendent, requesting that the official graduation list be amended to remove that student's name from the graduation list.

# **Section III**

## **ADULT EDUCATION**

### **PROCEDURES FOR ORDERING SOUTH CAROLINA HIGH SCHOOL DIPLOMAS AND SOUTH CAROLINA HIGH SCHOOL CERTIFICATES**



# ADULT EDUCATION ORDERS

Since Adult Education programs do not use the state Student Information System (SIS), PowerSchool, the orders for South Carolina High School Diplomas and South Carolina High School Certificates must be exported from the database which is used by the district for Adult Education. Please consult the database program manual concerning exporting a student list for an order.

Follow the **format** below for each **text file**:

1. Open the folder containing the file to be **extracted or saved**. Type each file in Microsoft Word or Notepad and name the file according to the document being ordered for those students. **Use the following file names:**

*South Carolina High School **Diploma** (school's name)...Diplorder.txt*

*South Carolina High School **Certificate** (school's name).Certorder.txt*

2. Click the "**Save**" button. In order to retain copies of all extracted files, be careful not to save a newly extracted file on top of a previously extracted file.
3. Open each extracted file and **at the top of each file**, but not on every page, insert the following information:

- **Adult Education Center's Name**
- **School's name,**
- **PO Box** or **street address** where the documents are to be sent,
- **Type of document** being ordered for that list of students,
- **Date of graduation** for that list of students
- **Principal's name,**
- **Superintendent's name,** and
- **Name of person who created the order list.**

**Example:**      **Greenville County Adult Education Center**

Riverside High School  
1234 Elm Street  
Columbia, SC 29201

SC HS Diploma  
June 1, 2010  
Mr. John Doe, Principal  
Ms. Jane Douglas, Admin. Asst., Guidance

4. Save each exported file as a **text file (.txt)**.

5. Review and make any changes on the needed document (with the exported data) to ensure that the following format guidelines are correct:
- A. **Do not number** the student names in a listing.
  - B. Use upper-case and lower-case letters in the names exactly as they are to appear on the document. (**The names should be listed and spelled exactly as they appear on the student's birth certificate.**) In the event that student names are in all upper-case letters, refer to the upper-case conversion chart in **Section IV** to understand how the printer will convert these names.
  - C. List student names in normal **First Middle Last** name order, exactly as they are to appear on the document.
  - D. **Do not** include **social security numbers** in student listings when **ordering documents**.
  - E. Add special characters in names as needed. See the options in Section IV, "**Special Characters in Names**" for diacritical marks such as é and ñ in student names.
  - F. Insert commas, hyphens, and periods in student names as it appears in their **legal names**.

## **E-MAILING ORDERS**

**All** orders for South Carolina High School Diplomas and South Carolina High School Certificates **must be e-mailed to diplomas@ed.sc.gov**. When submitting **multiple orders** (i.e. different schools) with the **same** graduation date, send **ALL** the files as attachments in a **single e-mail** message. Include the following **in the "Subject" line** of each e-mail:

- The **district's name**,
- The **school's name** (if only one school is being submitted),
- The statement "**Adult Education**".

### **Example:**

**an adult education center ..... Lexington 5, Adult Education**

1. In the e-mail "**Message**" box (the body of the e-mail), provide the following identifying information. (**The omission of any of this information may cause the order to be delayed.**)
  - The **district's name**
  - The **school's name**
  - The **mailing address** where the documents are to **be sent**

- The **contact person's name**
- The **contact's area code** and **phone number**
- The **contact's area code** and **fax number**
- The **contact's e-mail address**
- The **principal's name**
- The **superintendent's name**
- The **adult education director's name**
- The **total number** of **student names** for **each document type** in this order:

\_\_\_\_# *South Carolina High School Diploma*.....**Diplorder.txt**

\_\_\_\_# *South Carolina High School Certificate*.....**Certorder.txt**

- The **graduation date**
- The **check number** or **money order number** (if available)

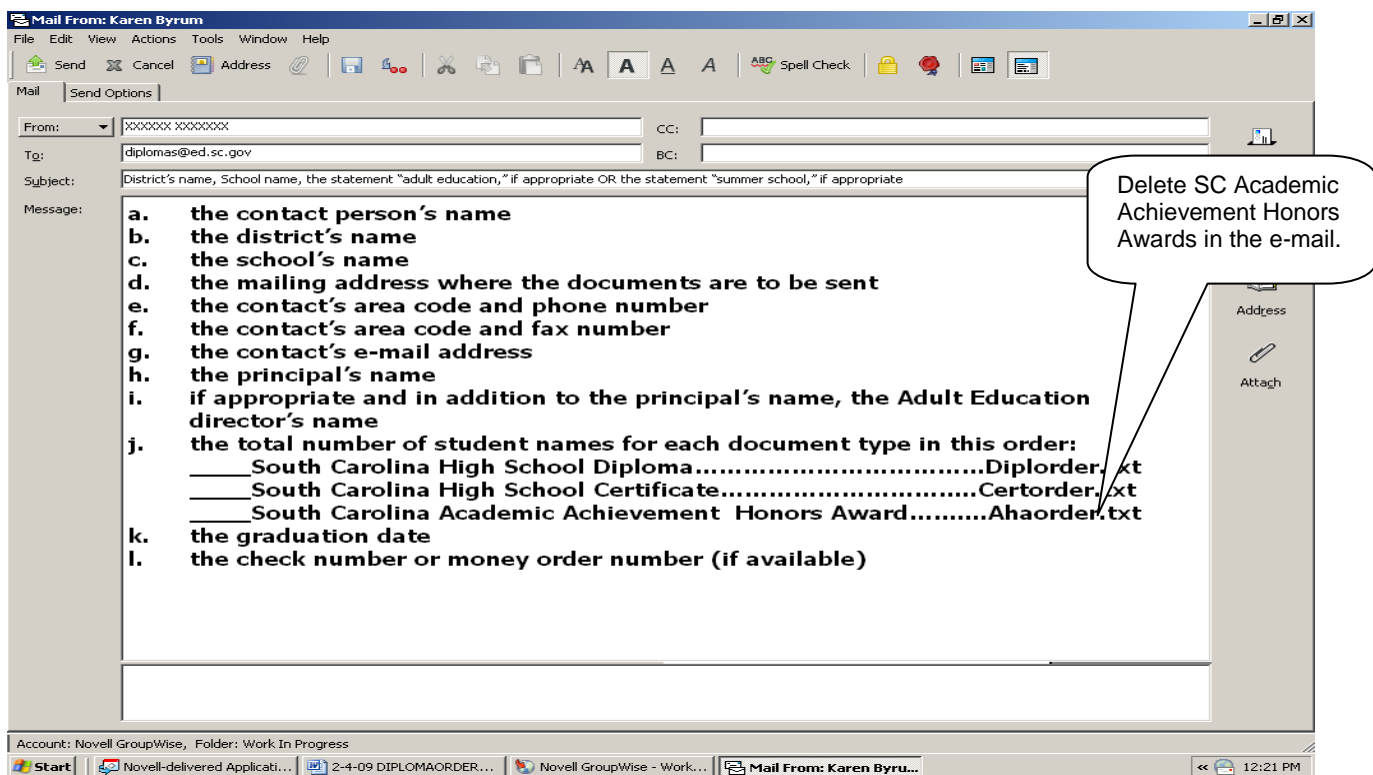
2. **Attach each file of student listings to the e-mail message.** There should be **one Microsoft Word** or **Notepad text file** for **each document** type being **ordered**. (**NO Excel files will be accepted.**)

**NOTE 1:** When submitting orders for more than one graduation date, the names of the students must be on separate attachments for each graduation date and each different school.

**NOTE 2:** Submit all attachments for separate schools in one e-mail, instead of separate e-mails for the different schools.

**NOTE 3:** When submitting orders for the current year and the previous year, orders must be submitted in separate e-mails with the current year order in one e-mail and the previous year order in a separate e-mail

3. **Submit the order** with the attached files via e-mail to **diplomas@ed.sc.gov**. (Refer to the following sample of e-mail on page 35)



## SUBMITTING PAYMENT FOR ORDERS

1. Submit the **Payment Form** (see page 36) with cash, cashier's check (or check for the school's fund), or money order **made payable** the **South Carolina Department of Education** and **mail to the Diploma Program, Office of Federal and State Accountability. NO PERSONAL CHECKS!** (The mailing address is on the Payment Form.) South Carolina High School Diplomas and South Carolina High School Certificates are **\$1.00 per document**.
2. **Payment is expected to be submitted and received in the Office of Federal and State Accountability within three weeks after the order has been submitted.**

**NOTE:** Invoices are generated and sent via e-mail only upon request at the end of the calendar year. Schools are expected to maintain accountability of the orders submitted and to submit payment according for their orders. If an invoice is needed, e-mail the request to [diplomas@ed.sc.gov](mailto:diplomas@ed.sc.gov)

## PAYMENT FORM

**This form must accompany the school's payment. Use this form for all orders: initial orders, supplemental orders, and corrections. South Carolina High School Diplomas and South Carolina High School Certificates are \$1.00.**

**Payer:**    ☐ School                      ☐ District Office                      ☐ Adult Education Center

**Date:** \_\_\_\_\_

**Payer name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_                      **State:** SC                      **Zip code:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_                      **Job title:** \_\_\_\_\_

**Contact e-mail address:** \_\_\_\_\_                      **Phone:** \_\_\_\_\_

**Payment method:**    ☐ Check no.                      ☐ Money order no.                      ☐ Cash

**Please list the schools included in this payment:**

School	Amount
If payment is being submitted by an Adult Education Center, <u>ONLY</u> list the Adult Education Center's name.	

**Mail the payment with this form to the following address:**

**South Carolina Department of Education  
Office of Federal and State Accountability  
Diploma Program  
1429 Senate Street, Room 501  
Columbia, South Carolina 29201**

## OFFICIAL GRADUATION LIST

Since Adult Education programs do not use the state Student Information System (SIS), PowerSchool, the official graduation list for South Carolina High School Diplomas and South Carolina High School Certificates must be exported from the database which is used by the district for Adult Education. Please consult the database program manual concerning exporting a student list for an official graduation list.

**Official graduation lists are due no later than three (3) weeks after graduation.**

**Use the following format for each text file below:**

1. Open the folder where the file will be extracted or saved. Type each file in **Microsoft Word** or **Notepad** and name the file according to the document the official graduation list for those students. **Use the following file names:**

*South Carolina High School **Diploma** (Adult Ed & School's name)Dipl.txt*

*South Carolina High School **Certificate** (Adult Ed & School's name) Cert.txt*

2. Click the "**Save**" button. In order to retain copies of all extracted files, be careful not to save a newly extracted file on top of a previously extracted file.
3. Open each extracted file and **at the top of each file**, but not on every page, insert the following information:
  - A. **School's name**,
  - B. **PO Box** or **street address where the documents are to be sent**,
  - C. **Type of document** containing final list of students who graduated,
  - D. **Date of graduation** for that list of students,
  - E. **Principal's name**,
  - F. **Superintendent's name**, and
  - G. **Name of person who created the graduation list.**

**Example:**      **Greenville County Adult Education Center**  
Riverside High School  
1234 Elm Street  
Columbia, SC 29201

SC HS Diploma  
June 1, 2010  
Mr. John Doe, Principal  
Ms. Jane Douglas, Admin. Asst., Guidance

4. Save each **exported file** as a **plain text file (.txt)**.
5. Review and make any changes needed on the document (with the exported data) to ensure that the following **format guidelines** are correct:
  - A. **Do not number** the student names in a listing.
  - B. Use upper-case and lower-case letters in the names exactly as they are to appear on the document. (**The names should be listed and spelled exactly as they appear on the student's birth certificate.**) In the event that student names are in all upper-case letters, please refer to the upper-case conversion chart in **Section IV** to understand how the printer will convert these names.
  - C. List **student names** in normal **First Middle Last** name order, exactly as they are to appear on the document.
  - D. **Submit each student's name with each student's ID.** If the student ID is not known, ***submit only the last five (5) digits of the student's Social Security number*** (do not add special characters in place of the omitted numbers; i.e. dashes, dots, etc).
  - E. Add special characters in names as needed. See the options in **Section IV, "Special Characters in Names"** for diacritical marks such as é and ñ in student names.
  - F. Insert commas, hyphens, and periods in student names as it appears in their legal names.

## **PREVENTION OF ERRORS IN THE ORDERING OF DIPLOMAS**

**To insure high school diploma orders will not be rejected, check the following for accuracy:**

- **Names** are submitted on an **attachment**.
- The attached **word document** is saved in **PLAIN TEXT** format.
- **Names** on the attachment are in **separate** and **distinct columns**.
- **Student names** are submitted in **proper order (first, middle, last name)**.
- **Student names** are submitted in **upper-case/lower-case** format.
- **Student names are not numbered**.
- The **list** does **not** contain **column headings**, codes or **student ID numbers**.
- The **order** is sent to the **correct e-mail address**.

## E-MAILING THE OFFICIAL GRADUATION LIST

All official graduation lists for South Carolina High School Diplomas and South Carolina High School Certificates **must be e-mailed no later than three (3) weeks after graduation to [graduationlist@ed.sc.gov](mailto:graduationlist@ed.sc.gov).**

1. Send the files as attachments in a **single** e-mail message. **Include the following items in the "subject line" of each e-mail:**

- The **district's name**,
- The **school's name**,
- The statement "**Adult Education**" and,
- The statement "**for a change in a student's name,**" if **appropriate**.

### Examples

an adult education center ..... Lexington 5, Adult Education

a change in a student's name....Lexington 5, for a change in a student's name

2. In the e-mail "**Message**" **box** (the body of the e-mail), provide the following identifying information:

- The **district's name**
- The **school's name**
- The **mailing address** where the documents are to be sent
- The **contact person's name**
- The **contact's area code** and **phone number**
- The **contact's area code** and **fax number**
- The **contact's e-mail address**
- The **principal's name**
- The **superintendent's name**
- The **Adult Education director's name**
- The **total number of student names** for **each document type** in this order:

\_\_\_\_# South Carolina High School **Diploma**.....**Diplorder.txt**

\_\_\_\_# South Carolina High School **Certificate**.....**Certorder.txt**

- The **graduation date**
- The **check number** or **money order** number (if available)



4. Attach **each file of student listings** to the e-mail message.

The screenshot shows a Notepad window titled "Dipl.txt" with two sections of text, each representing a school's graduation list. Callouts provide additional context for the data.

**Callout 1 (Top Left):** This example shows another attachment in the same e-mail identifying another Official Graduation List from another school.

**Callout 2 (Top Right):** See page 38-5-D Students in this example had a student ID.

**Callout 3 (Bottom Right):** See page 38-5-;;D Students in this example only had social security numbers, therefore, only the last 5 digits were used.

**Section 1: Riverside High School**

Riverside High School  
1234 Elm Street  
Columbia, SC 29201

SC HS Diploma  
June 1, 2011  
Mr. John Doe, Principal  
Ms. Jane Douglas, Admin. Asst., Guidance

Stan	Thomas	Ackerman	123456799
Victor	Charles	Allen	234567899
John	Jameson	Anderson	345678999
Christopher	DuPont	Christensen	456789199
David	B	Cloward	567891299

**Section 2: Greenview High School**

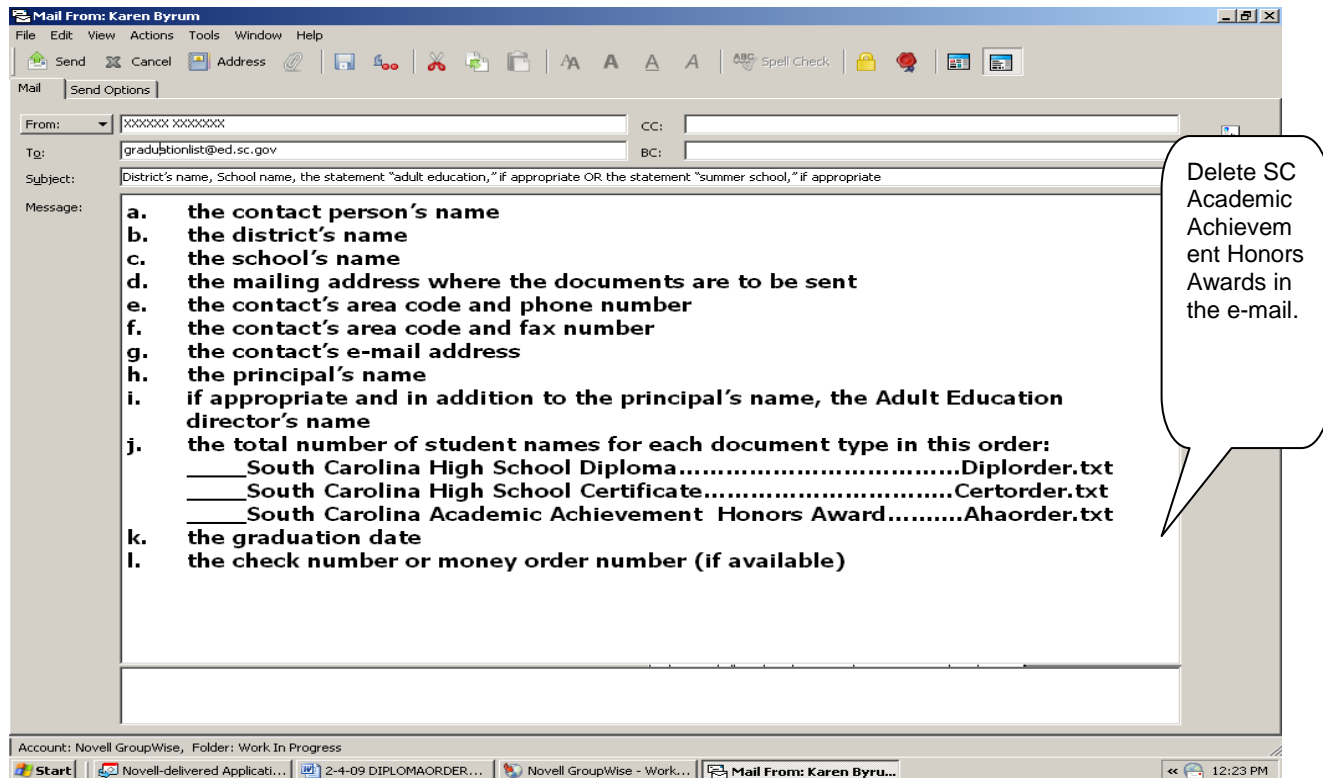
Greenview High School  
1218 Long Street  
Columbia, SC 29202

SC HS Diploma  
June 1, 2011  
Mrs. Jane Doe, Principal  
Mr. Douglas Smith, Guidance Counselor

Mary	Lindsey	Blackman	54671
James	David	Coleman	48972
Thomas	Wayne	Davis	63267

**NOTE:** Attach each school's Official Graduation List for that is served by the Adult Education Center to one e-mail message. Each attachment should contain the school's information as indicated above.

5. Submit the Official Graduation List with the attached files via e-mail to **graduationlist@ed.sc.gov** (refer to the following e-mail sample below).



## PREVENTION OF ERRORS IN SUBMISSION OFFICAL GRADUATION LISTS

To insure high school diploma orders will not be rejected, check the following for accuracy:

- **Names** are submitted on an **attachment**.
- The attached **word document** is saved in **PLAIN TEXT** format.
- **Names** on the attachment are in **separate** and **distinct columns**.
- **Student names** are submitted in **proper order** (first, middle, last name).
- **Student names** are submitted in **upper-case/lower-case** format.
- **Student names** are **not numbered**.
- The **list** does **not** contain **column headings**, codes or **student ID numbers**.
- The **order** is sent to the **correct e-mail address**.

## **SUBMISSION OF THE VERIFICATION OF GRADUATES FORM**

The official graduation lists for high school diplomas and high school certificates that are e-mailed to the SCDE must be accompanied by the **Verification of Graduates form** found on page 43, **no later than three weeks after graduation**.

**The Verification of Graduates form may be submitted in one of two ways as follows:**

- scanned and e-mailed as an attachment with the official graduation list to [graduationlist@ed.sc.gov](mailto:graduationlist@ed.sc.gov); or
- faxed to the Office of Federal and State Accountability at **803-734-6225**.

The signatures of the superintendent, principal, and the adult education director validate the authenticity of the Verification of Graduates form, which must be submitted at the same time the official graduation list.

# VERIFICATION OF GRADUATES FORM

Please complete this form no later than **three (3) weeks** following the school **graduation date**. This form must contain the **signatures** of the school principal, adult education director and the district superintendent.

**NOTE:** *Ensure that all supplemental graduate lists are reported.*

School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

## GRADUATE INFORMATION

Number of Graduates	Type of Document Earned
	South Carolina High School Diploma
	South Carolina High School Certificate
	Adult Education

The signature(s) below certifies that the reported graduates met all requirements and received documents as listed in the files sent by e-mail to the SCDE.

\_\_\_\_\_  
(Print Principal's Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
(Print Superintendent's/designee's Name  
Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's/designee's

\_\_\_\_\_  
(Print Adult Education Director's Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Education Director's Signature

Submit this form with appropriate signatures to the Office of Federal and State Accountability by FAX to 803-734-6225 or SCAN and e-mail this form to [graduationlist@ed.sc.gov](mailto:graduationlist@ed.sc.gov).

## RETURNING UNEARNED DOCUMENTS

**ALL South Carolina High School Diplomas and South Carolina High School Certificates that were prepared for students who failed to earn them are required to be returned by mail no later than three weeks after each graduation** to the following address:

South Carolina Department of Education  
Office of Federal and State Accountability  
Diploma Program  
1429 Senate Street, Room 501  
Columbia, South Carolina 29201

The **returned documents** must be **accompanied** by a **memorandum** or **letter** on the school or adult education's **letterhead** containing the following information:

- The **reason** the documents are being **returned** (i.e. the student failed to meet the graduation requirements);
- The **name** of each student;
- The **graduation date** printed on each returned diploma or certificate; and
- The **high school** in which the documents were ordered.

The **memorandum or letter** must be **signed** by either the adult education director, school principal or the district superintendent.

**NOTE:** When a student's name has been submitted in error and the school wishes to have the student's name remove from the list, the school or district must submit a letter on the school or district's letterhead, signed by the principal or superintendent, requesting that the official graduation list be amended to remove that student's name from the graduation list.

# **Section IV**

## **SAVING TEXT FILES**

### **USING MICROSOFT WORD**

## SAVING A TEXT FILE IN MICROSOFT WORD

Using Microsoft Word to save a file in the **text format (.txt)**, use the following procedure:

1. From the **"File"** menu, select **"Save As."**
2. Click on the arrow to view the options under **"Save as type."**
3. Select the option **"Plain Text or Text Only."**
4. Name the file as directed.
5. Select **"Save."**
6. Select **"yes"** if a dialog box appears, cautioning that the file **"may contain features that are not compatible with Text Only format. Do you want to save the document in this format?"**
7. Close the file. None of the formatting in your file should be lost.

**NOTE 1:** After saving the document, close and reopen to check formatting and alignment of the names to ensure they remain in separate and distinct columns.

**NOTE 2:** If using a word processing application other than Microsoft Word, consult the user's guide for directions for saving a file in the text format (.txt).

## SPECIAL CHARACTERS IN NAMES

Choose one of the following options to determine how to indicate that a particular letter in a student's name should have a diacritical mark (i.e., acute accent, tilde, umlaut, etc.) in it. If a special character that is not available is needed, **identify** the **student's name** and the **special character** in the **e-mail message**.

### Option 1

To **insert a special character** using Microsoft Word or Notepad, follow these steps:

1. Select the "**Insert**" menu.
2. Select "**Symbol.**"
3. Select the appropriate character.
4. Select "**Insert.**"
5. Close the "**Symbol**" window.

### Option 2

The following method may be used to type characters with diacritical marks in virtually any Windows PC software:

1. Be sure the "**NumLock**" key (located at the top on the right side of the keyboard) is on before proceeding.
2. Locate in the table below the special character to be typed.
3. Hold down the "**Alternate**" (Alt) key while typing the **four-digit number**.  
**Note:** Be sure to use the numbers on the **numeric keypad**, which is on the right side of the keyboard. **Do not use the keys on the top row of the keyboard.**
4. Release the "**Alt**" key, and the character with the diacritical mark accent will be typed into the document.
5. **Do not apply bold, italics, or underlining to the characters after you type them.**



## Supported Special Characters Table

KEY SEQUENCE	SPECIAL CHARACTER	DESCRIPTION
Alt 0192	À	Capital A grave
Alt 0193	Á	Capital A acute
Alt 0194	Â	Capital A circumflex
Alt 0195	Ã	Capital A tilde
Alt 0196	Ä	Capital A umlaut
Alt 0200	È	Capital E grave
Alt 0201	É	Capital E acute
Alt 0202	Ê	Capital E circumflex
Alt 0203	Ë	Capital E umlaut
Alt 0204	Ì	Capital I grave
Alt 0205	Í	Capital I acute
Alt 0206	Î	Capital I circumflex
Alt 0207	Ï	Capital I umlaut
Alt 0210	Ö	Capital O grave
Alt 0211	Ó	Capital O acute
Alt 0212	Ô	Capital O circumflex
Alt 0213	Õ	Capital O tilde
Alt 0214	Ö	Capital O umlaut
Alt 0217	Ù	Capital U grave
Alt 0218	Ú	Capital U acute
Alt 0219	Û	Capital U circumflex
Alt 0220	Ü	Capital U umlaut
Alt 0224	à	Lower case A grave
Alt 0225	á	Lower case A acute
Alt 0226	â	Lower case A circumflex
Alt 0227	ã	Lower case A tilde
Alt 0228	ä	Lower case A umlaut
Alt 0232	è	Lower case E grave
Alt 0233	é	Lower case E acute
Alt 0234	ê	Lower case E circumflex
Alt 0235	ë	Lower case E umlaut
Alt 0236	ì	Lower case I grave
Alt 0237	í	Lower case I acute
Alt 0238	î	Lower case I circumflex
Alt 0239	ï	Lower case I umlaut
Alt 0242	ò	Lower case O grave
Alt 0243	ó	Lower case O acute

Alt 0244	ô	Lower case O circumflex
Alt 0245	õ	Lower case O tilde
Alt 0246	ö	Lower case O umlaut
Alt 0249	ù	Lower case U grave
Alt 0250	ú	Lower case U acute
Alt 0251	û	Lower case U circumflex
Alt 0252	ü	Lower case U umlaut

# **Section V**

## **State Board Regulation 43-259**

**Title of Regulation:**

**Regulation No.: 43-259**

**GRADUATION REQUIREMENTS**

**Effective Date: 3/24/06**

**Constitutional and Statutory Provisions:**

S.C. Code Ann. §§:

59-5-60(1,3, and 6) (2004)

59-30-10(f) (2004)

59-39-100 (Supp. 2004)

20 U.S.C. § 6301 *et seq.* (2002)

General powers of [State] Board.

Duties of State Board of Education concerning state basic skills assessment program.

Issuance of uniform diplomas by accredited high school; units required.

No Child Left Behind Act

**Descriptor Code: IHF**

**State Board Regulation:**

**Graduation Requirements**

**I. State High School Diploma (Grades 9–12)**

**A. Curriculum Requirements**

1. The student must earn a total of 24 prescribed units of credit. The unit requirements are distributed as follows:

	Unit Requirements
English/language arts	4.0
mathematics	4.0
science	3.0
U.S. History and Constitution	1.0
economics	0.5
U.S. Government	0.5
other social studies course(s)	1.0
Physical Education or Junior ROTC	1.0
computer science (including keyboarding)*	1.0
foreign language or	
career and technology education	1.0
electives	<u>7.0</u>
	24.0 total

2. The student must demonstrate computer literacy as determined by local school district policy.
3. The student in a College Prep program must earn one unit in a foreign language. (Please note that most four-year colleges/universities require at least

two units of the same foreign language.) The student in a Tech Prep program must earn one unit in career and technology education course work.

\*Keyboarding may count up to one-half unit of the computer science requirement

4. The student must complete a study of and pass an examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the *Federalist* papers, and American institutions and ideals. This instruction shall be given for a period of at least one year, or its equivalent, either within the required U.S. History course and/or within another course using a suitable text recommended by the State Superintendent of Education and approved by the State Board of Education (SBE).
5. The student must attend the accredited high school issuing the diploma for at least the semester immediately preceding his or her graduation, except in the case of a bona fide change of residence to a location in which the sending school will not grant the diploma. Units earned in a summer school program do not satisfy this requirement.
6. A student may transfer credit earned in the adult education program to a secondary school to count toward the units of credit required for a state high school diploma, if for each unit being transferred, the student has spent a minimum of 120 hours in class time in that subject at that level and the teacher was properly certified to teach the course.
7. The student must pass the South Carolina high school exit examination in addition to passing the required courses. (See SBE Regulation 43-262, "Assessment Programs.")
8. Every student must take one unit of physical science prior to taking the exit exam that is given the second spring after initial enrollment in the ninth grade.

#### B. Provisions for Granting High School Credit

1. High school credit earned in an approved adult education program may be used to meet regular high school graduation requirements under the following conditions:
  - a. The student spent a minimum of 120 hours in class time in that subject at that level, and the teacher was properly certified to teach the course.
  - b. The teacher providing the instruction is properly certified to teach the course and meets the "highly qualified" requirements specified in the No Child Left Behind Act of 2002, 20 U.S.C. § 6301 *et seq.* (2002), if the course is in a core academic subject. The core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, history, geography, and the arts.
2. Credit shall be accepted when official transcripts are received from schools that are accredited by a state or by one of the following: the New England Association of Colleges and Schools, the Middle States Association of Colleges

and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools. Credit from nonaccredited schools must be validated by standardized examinations by the local administrator to evaluate the student's prior academic work and/or the student may be given a tentative assignment in classes for a probationary period.

C. Distance Learning Credit

Credit for distance learning courses may be allowed when approved by the district superintendent or his or her designee.

D. Dual Credit

Students enrolled in grades nine through twelve or an adult education program may earn college course credit that can be applied to the 24 units required for a state high school diploma. The acceptance of credits for college course work is subject to the following conditions:

1. Local school boards may allow students to take college courses for credit. Courses may be offered through distance learning and cooperative agreements with institutions of higher education.
2. A three-semester-hour college course shall transfer as one unit of credit.
3. Students enrolled in a South Carolina public school may take for credit only courses applicable to baccalaureate degrees or to associate degrees in arts or in science offered by institutions that are accredited by the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools.

E. Special Education Minimum Curriculum Completion Requirements

1. Students who complete a program of prescribed special education shall be awarded a state high school diploma, a state certificate, or a certificate designed and issued by the school district. If a determination is made that a student with a disability shall pursue credits toward a state high school diploma, the following two alternatives apply:

*Alternative 1.* Credits toward a state high school diploma may be awarded only by teachers who are certified or who hold out-of-field permits in the subject in which credit is earned (permits will not be issued to special education teachers or to any teachers of core academic subjects after June 30, 2006). If credit is awarded in a core academic subject, the teacher must also meet the "highly qualified" requirement of the No Child Left Behind Act of 2002. A student with a disability may receive such credits only after successfully completing course objectives that are similar to those prescribed for students without disabilities and that are completed in accordance with cooperative instructional arrangements between regular education and special education as set forth in the student's individualized education program (IEP).

*Alternative 2.* Students with disabilities properly in membership in programs for students with disabilities may be awarded a state high school diploma provided they earn a total of 24 units, 17 of which are the same as those required of students without disabilities. Seven of the 24 units may be earned in special education courses.

2. A teacher of disabled students in the resource or itinerant model must have one of the following three qualifications:
  - (a) certification in the area of disability in which the majority of his or her students are classified, or
  - (b) an out-of-field permit (permits will not be issued in special education after June 30, 2006) in the area of disability in which the majority of his or her students are classified, or
  - (c) certification in one area of disability in which he or she is teaching and successfully complete 6 semester hours annually toward certification in the area in which the majority of his or her students are classified.
3. A student with a disability who will be participating in a self-contained program must be placed in a program with students who have the same category of disability unless the student's IEP team determines that he or she would be more appropriately served by being placed in an innovative-approach program approved by the SDE Office of School Quality. Students classified as having a mental disability (mild, moderate, or severe) may not be commingled without being in an approved innovative-approach program. The teacher must be certified in the area of disability of the majority of the students served or must hold an out-of-field permit (permits will not be issued in special education after June 30, 2006) in that area of disability.

## II. The State High School Equivalency Diploma

The SBE recognizes the high-school level General Educational Development (GED) test battery and will issue a state high school equivalency diploma to eligible candidates who successfully complete the tests. The SBE authorizes the administration of the GED Tests by the State Department of Education (SDE) under policies established by the SBE and the Commission on Educational Credit and Credentials of the American Council on Education and procedures established by the GED Testing Service in Washington, D.C.

### A. Eligibility Requirements for Equivalency Diploma Candidates

#### 1. Service Personnel and Veterans

To be eligible for a state high school equivalency diploma, the candidate must be seventeen years of age or older and must be either a resident of South Carolina or a former resident whose most recent elementary or secondary school attendance was in South Carolina.

#### 2. General Adult Population

- a. To be eligible for a state high school equivalency diploma, the candidate must be seventeen years of age or older, must not be currently enrolled

in high school, and must either be a current resident of South Carolina or a former resident whose most recent elementary or secondary school attendance was in South Carolina.

- b. A candidate for a state high school equivalency diploma who is seventeen or eighteen years of age must submit a "Verification of School Withdrawal" form completed by either the school principal or attendance supervisor of the last school he or she attended or from the district superintendent of the school. The "Verification of School Withdrawal" form must verify the candidate's date of birth and the date of his or her last attendance at the school. In the event that the last school he or she attended was outside South Carolina, a person seventeen or eighteen years of age may submit a letter from an adult education coordinator or director verifying his or her date of birth and the date of last attendance in school. Verification by the adult education coordinator or director in this instance will be based upon inspection of transcript records. Verification letters are to be forwarded to the chief examiner in the SDE's GED Testing Office.
- c. A candidate over the age of eighteen who has been enrolled in high school during the current school year must submit a "Verification of School Withdrawal" form completed by either the school principal or attendance supervisor of the last school he or she attended or from the district superintendent. The "Verification of School Withdrawal" form must verify the candidate's date of birth and the date of his or her last attendance at the school.

### 3. Juvenile Offenders

Certain juvenile offenders who are under the jurisdiction of the State Department of Juvenile Justice may be granted an exception to the requirement that in order to be eligible for a state high school equivalency diploma, a candidate must be seventeen years of age or older and not be currently enrolled in high school during the current school year.

For a juvenile offender to qualify for this exception, the following criteria must be met:

- (a) The juvenile is at least sixteen years of age.
- (b) The juvenile is under the jurisdiction of the family court based on an adjudication of delinquent behavior and must be committed to a juvenile correctional institution or committed to participate in community-based alternative programs under the jurisdiction of the Department of Juvenile Justice.
- (c) The family court certifies that it is in the best interest of the juvenile for him or her to be exempted from the public school compulsory attendance law.
- (d) The juvenile's enrollment in public school or completion of a community-based alternative program would not be feasible upon his or her release from a juvenile correctional institution either because it is necessary that



he or she find immediate employment or because he or she will immediately enroll in postsecondary education.

- (e) The juvenile was tested using the official GED practice tests and scored a minimum of 2200.

#### B. Passing Score Requirements

1. Eligible candidates who were initial examinees before July 1, 1991, were awarded a state high school equivalency certificate if they attained an average standard score of 45 or above for the five tests in the GED battery. The South Carolina high school equivalency certificate was not awarded after July 1, 1995.
2. Eligible candidates who were examinees after July 1, 1991, were awarded a state high school equivalency diploma if they attained a minimum-standard score of 35 on each of the five tests in the GED battery and an average standard score of 45 or above for the five tests.
3. Eligible candidates who were examinees after January 1, 1997, were awarded a state high school equivalency diploma if they attained a minimum-standard score of 40 on each of the five tests in the GED battery and an average standard score of 45 or above for the five tests.
4. Eligible candidates who are examinees after January 1, 2002, will be awarded a state high school equivalency diploma if they attain a minimum standard score of 410 on each of the five tests in the GED battery and an average standard score of 450 or above for the five tests.

#### C. Testing and Credential Application Procedures

1. GED Testing in South Carolina
  - (a) The GED tests may be scheduled and administered at adult education centers, technical education centers, and other locations approved by the director of the SDE's Office of Adult and Community Education.
  - (b) Eligible candidates must submit an application to the SDE's GED Testing Office, and pay the required fee set by the SDE for the testing service and the diploma.
  - (c) Score reports will be provided to initial examinees only after they complete all five tests in the GED test battery.
  - (d) The retesting of examinees who do not pass the GED Tests shall be conducted under the following terms:
    - (1) Candidates who attain a total combined score below 2150 on prior administrations must retake the full battery of five tests.
    - (2) Candidates who attain a total combined score of 2150 or higher on prior administrations may be permitted a partial administration of one or more tests.

- (3) No more than three testing sessions (either initial or retesting sessions) may be scheduled for a candidate within any twelve-month period.
- (4) Before an application for a second or subsequent retesting session is approved, either a waiting period of six months from the last retesting must elapse or the application must be accompanied by a letter of recommendation from an adult education coordinator or director certifying that the candidate has completed a course of instruction since his or her last retesting and has demonstrated readiness on the GED pretest.
- (e) Nonresident individuals who are living temporarily in South Carolina may be permitted to take the GED Tests in South Carolina if they meet minimum age requirements and are not enrolled in high school. Nonresident individuals will not be awarded a state high school equivalency diploma unless their most recent elementary or secondary school of attendance was in South Carolina. Nonresidents must submit an application for testing services to the SDE's GED Testing Office and must pay the required fee set by the SDE to cover the full costs of the testing and the score report.
- (f) The SDE offers the Spanish version of the GED Tests. A score report will be issued upon the student's completion of the Spanish GED test battery. However, the South Carolina high school equivalency diploma will not be issued based on the Spanish version of the GED Tests.

## 2. GED Testing Outside South Carolina

Eligible candidates tested outside South Carolina must submit a diploma application to the SDE's GED Testing Office and must pay the required fee to cover the costs of the diploma. Applicants must arrange for official score reports to be sent to the chief examiner in the SDE's GED Testing Office. Score reports will be accepted as official only when sent directly by an official GED Testing Center, by the transcript service of the Defense Activity for Nontraditional Education Support (DANTES), or by the GED Testing Service in Washington, D.C. Eligible candidates who are tested outside of South Carolina must meet the state's passing score requirements in order to receive a state high school equivalency diploma.

## III. Adult Education: High School Diploma Program

### A. Graduation Requirements

1. The student must earn a total of 24 prescribed units of credit and pass the exit examination to earn a state high school diploma. The unit requirements are distributed as follows:

	<u>Unit Requirements</u>
English/language arts	4.0
mathematics	4.0
science	3.0
U.S. History and Constitution	1.0

economics	0.5
U.S. Government	0.5
other social studies course(s)	1.0
computer science (including keyboarding)*	1.0
electives	<u>9.0</u>
	24.0 total

2. The student must demonstrate computer literacy before graduation as determined by local school district policy.
3. Membership in an adult education program shall be limited to individuals eighteen years of age or older who have left the elementary or secondary school, except when the local school board assigns students under the age of eighteen years who are not officially in membership in a regular school. Students under eighteen may be assigned to an adult education program when they exhibit either an unusual educational need or physical, social, or economic problem that can be served more effectively by the adult education program. No student under the age of sixteen may be assigned to the adult education program for any reason.
4. No student shall be graduated from the adult education program prior to the time that he or she would have graduated from a regular high school unless written approval is granted by the high school principal and the SDE's Office of Adult and Community Education. For a student to be eligible to receive a state high school diploma, he or she must complete one semester in residence (i.e., through actual attendance in the adult education program). This semester in residence is a prerequisite for the state high school diploma and may not be waived. For the purposes of adult education programs, a semester in residence is defined as follows: a minimum of 60 hours of classroom attendance for a student needing only 1 unit to graduate, and a minimum of 30 hours of classroom attendance for a student who needs only one-half unit to graduate. A student who enters an adult education program needing only to pass one or more subtests of the exit examination must attend a minimum of 12 hours in classroom attendance. A student may not earn a state high school diploma through an adult education program solely by taking state-approved subject-matter examinations or by earning credit through occupational training and experiences and/or distance learning courses.

\*Keyboarding may count up to one-half unit of the computer science requirement

5. The classroom attendance requirement may be waived only when objective evidence of the student's subject matter attainment was demonstrated through his or her acceptable performance on a state-approved subject-matter examination. Credit granted by objective evidence must be approved by the principal of the high school and the director of the adult education program awarding the diploma. A copy of the test results with the principal's signature of approval, the date of the examination, the name and form of the state-approved, subject matter examination, and the name of the examiner must be filed in the school records for that student.
6. The student must complete a study of and pass an examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the *Federalist* papers, and American institutions and ideals.

7. A student may earn no more than 8 units of credit in one or any combination of the following ways:
  - (a) passing a state-approved, subject-matter examination (6 units maximum),
  - (b) participating in occupational training and similar experiences (6 units maximum), and
  - (c) passing approved distance learning courses.

B. Provisions for Granting Course Credit

1. Course credit shall be accepted when official transcripts are received from schools that are accredited by a state or by one of the following: New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools.
2. Credit for distance learning courses shall be accepted from the extension divisions of South Carolina colleges and universities and/or the United States Armed Forces Institute. Credit for courses completed through distance learning may be accepted when the quality of the work completed is validated by a subject-matter examination. Credit shall be validated from institutions not accredited by the SBE or by one of the following: New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools.
3. Credit for occupational training and experience will be available for students twenty-one years of age and older. In the determination of units of credit to be allowed for the educational aspects of occupational training and work experience, the local administrator may request a maximum of 6 units of credit, provided the student establishes that he or she had formal training (through trade school, apprenticeship, special programs or course work, and so on) plus at least two years of successful experience verified by his or her employer in the occupation. The issuance of occupational and work experience credits shall be allowed only when the individual has satisfied the necessary academic requirements. The principal of the high school and the director of the adult education program awarding the diploma must recommend that credit be granted for occupational training and experience. The adult student seeking credit for occupational training and experience must complete a work experience form ("Evaluation of Occupational Training and Experience for Granting High School Credit in Adult Education"), and the form must be forwarded by the local adult education director to the SDE's Office of Adult and Community Education. If the request for credit is approved, this form shall become a part of the adult student's official school record.
4. High school diploma credit earned in an adult education learning laboratory may be granted only by a teacher certified in the specific area in which credit is to be awarded. If the adult education learning laboratory teacher is not certified in the specific area in which the student is seeking credit, the teacher can

administer a state-approved subject-matter examination and award the credit on that basis.

C. Approved Programs and Granting of Credit

No credit toward a state high school diploma shall be granted to any adult education student unless the program has been officially approved in writing by the Office of Adult and Community Education and the Office of School Quality at the SDE. In instances where a high school diploma program does not meet for the required minimum of 30 weeks, a student may not be awarded course credit unless he or she passes a state-approved examination. Program-related requirements include, but are not limited to, the following:

1. Each district must provide properly certified administrative, teaching, and supervisory staff for the adult education program. Staff members may be either full-time or part-time, according to the size of the program.
2. Each director must either be certified in one of the acceptable areas of certification for an adult education director or hold both an advanced degree in the field of adult education and a South Carolina teaching certificate.
3. Each adult education program must have a director (full-time or part-time).
4. Each center supervisor or program coordinator must either meet the same qualifications for certification as set forth in item 2 above for adult education directors or have a master's degree with certification in the field of guidance.
5. Each adult education teacher must be properly certified and meet the "highly qualified" requirements specified in the No Child Left Behind Act of 2002, 20 U.S.C. § 6301 *et seq.* (2002), if the course is in a core academic subject. The core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, history, geography, and the arts.
6. Each adult education high school subject-area teacher must be properly certified and "highly qualified" to teach the subject area in which he or she is assigned to teach.
7. Each adult learning laboratory teacher must be properly certified in an approved subject area and meet the "highly qualified" requirements specified in the No Child Left Behind Act of 2002.
8. Any staff member who is assigned duties in a subject for which he or she is not properly certified must hold a valid teaching credential, must have completed 12 semester hours of credit in the assigned subject, and must have obtained an out-of-field permit in that subject from the Office of Teacher Quality. The staff member must earn 6 semester hours toward proper certification each year for renewal of the out-of-field permit. After June 30, 2006, out-of-field permits will no longer be issued to teachers who teach core academic subjects as specified by the No Child Left Behind Act of 2002, 20 U.S.C. § 6301 *et seq.* (2002). These core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, history, geography, and the arts.

9. A student must attend class a minimum of 60 hours to receive consideration for a unit of high school credit and 30 hours for consideration for one-half unit of high school credit. Actual course credit will be awarded only after the student has completed all course requirements. The classroom-attendance requirement does not apply to instances in which credit has been validated by means of a state-approved examination.
10. The maximum student membership in an adult education class shall be 30 students.
11. Applications for innovative-approach programs must be submitted to the SDE's Office of Adult and Community Education when a departure from certain established standards is necessary for the implementation of the new program. Requests for prior approval must be made to the Office of Adult and Community Education and must be approved by the SDE's Office of School Quality.
12. An accurate record of the attendance and achievements of each student must be kept and must be stored in locked, fireproof filing cabinets or vaults or in a secure database with backup copies.
13. Students enrolled in the high school completion program must be given access to school library facilities.